



BOARD OF TRUSTEES MINUTES OF NOVEMBER 20, 2023 ANNUAL MEETING

Present:	T. Griffin, A. Grant, J. Iovino, M. Jukoski, K. Kriss, B. Sayet, C. Seeman, F. Walker
Staff:	C. Special, M. Christina, K. Moseley
Not Present:	K. Brown, K. Cook, T. Gomes-Johnson, Y. Jacaruso, K. Lord
Call to Order:	Mr. Iovino called the annual meeting of the Otis Library Board of Trustees to order at 5:03 p.m. There were no changes made to the agenda or the October meeting minutes. (Motion to accept made by Ms. Jukoski, seconded by Atty. Griffin.)
“Otis Spotlight”:	This month’s Spotlight guest is Kaitlyn Moseley, the Young Adult (YA) Librarian. Ms. Moseley was initially hired for the Children’s Department but was promoted to YA Librarian within the last few months. She has her Masters in Library and Information Service. Her goals are to make connections with the schools, introducing herself to NFA and Project Outreach. She has started a successful game night, added a New Americans section to YA, and is looking to create a diverse range of YA programs. She was involved with the recent creation of the well-received Traveling Toys initiative.
Reports:	
Presidents Report	Mr. Iovino mentioned the great participation by O’tis a Festival parking attendants and was very impressed with the talented vendors. He congratulated the committee on a job well done. He stated that the Finance Committee recently met to discuss bringing forward the appointment of an Assistant Treasurer which is allowed by the By Laws. Michael Gualtieri was unanimously voted by the Board Members to fill that position with related signing privileges.

Director:

Ms. Special said the budget request is due to the City by Friday, December 22. She said there are a few events coming up. The Art Opening, *Children of the World*, is scheduled for Friday, December 1, from 5:00-7:00pm. The City Council, as well as the Cultural Coalition, have been invited and she encourages the Board Members to attend. The Winterfest Parade, a light parade, is Saturday, December 2 at 6:00pm. She requested that Board Members march with the library staff.

Finance:

Mr. Seeman said the medical insurance line item is below budget and will continue to be due to new hires opting out of health insurance. The loss for the month of October is \$6500 and the YTD loss is \$49,000 which puts the Library ahead of budget. (Motion to accept made by Ms. Jukoski, seconded by Atty. Sayet.)
Mr. Seeman spoke about the Investment Guidelines which were mailed to the Board for review and he highlighted the two changes that were made, the asset allocation summary and the performance measurement standard. (Motion to accept made by Ms. Jukoski, seconded by Atty. Griffin.)

Fundraising and Development:

Ms. Kaiser submitted her Development Report to the Board. Mr. Iovino spoke about Giving Tuesday, on November 28, a one-day, online campaign. He gave an update on the details with the Annual Appeal.
Ms. Special gave an O'tis a Festival update. Rep. Joe Courtney's office provided a Certificate of Recognition for those who have been with O'tis a Festival for a long while and those who have made the event a special occasion.

Friends:

Ms. Walker spoke about The Friends participation in O'tis a Festival. They gave away children's books and sold cookbooks. Their October meeting was held in the Library's Genealogy Room with a tour by Steve Fithian, the Genealogy and Local History librarian. Due to the monies collected from the October book sale, they have been able to provide the library departments with their various requests for funding.

Old Business:

New Business:

Mr. Iovino said the December 18 Board meeting will be held in the Community Room with holiday refreshments.

Adjournment:

With no further items for discussion, the meeting ended at 5:28 pm.

Respectfully submitted,

Mary Ellen Christina